

CHECKLIST FOR RESIDENTS APPLICATION FOR BUILDING/RENOVATION PERMIT

APPLICATION REQUIREMENTS:

Particulars		No. of Copies	Remarks
1.	Letter of Intent*	1	Addressed to: Engr. Nestor C. Santos Manager, BPSD
2.	Letter of authorization from the Resident/Owner to transact in their behalf*	1	<i>As applicable</i> Addressed to: Engr. Nestor C. Santos Manager, BPSD
3.	All Building Permit Application Form/s* (duly signed and sealed by the designing professional and the applicant) – Forms to be provided by BPSD or you may access the forms at this link: http://www.mysubicbay.com.ph/about-us/departments/building-permit-and-safety-department	3	
4.	Copy of valid PRC ID & PTR of the respective designing professional/s involved in the project	1	
	All Building Plans* for submittal shall conform to Standard Form Type A0, A1, A2 and A3 of the National Building Code of the Philippines, Philippine Electronic Code, Philippine Electrical Code, Plumbing Code, Fire Code, Mechanical Code, and National Structural Code of the Philippines, duly signed and sealed by their respective designing professional □ – A0, □ – A1, □ – A2, □ – A3		
5.	Architectural Plan/s* (Standard NBCP Format)	3	Must be stamped "approved" by LADD. LADD to verify boundaries and reflect in plans
6.	Structural Plan/s*	3	
7.	Structural computation and analysis* (required for structure with an area of 21 square meters and above)	2	
8.	Electrical Plan/s*	3	
9.	Sanitary Plan/s*	3	
10.	Plumbing Plan/s*	3	
11.	Mechanical Plan/s*	3	
12.	Fire Protection Plan/s*	3	
	a. For all types of occupancy except for one/two family dwelling units	3	
	b. One/Two Family dwelling units provide single station smoke detector and portable fire extinguisher.	3	
	c. Hydraulic / Flow computation for Drainage/ Fire Protection	1	
13.	Electronic Plan/s*	3	
14.	Construction Specifications*	2	
15.	Bill of Materials & scope of work*	2	
16.	Geo-Technical Investigation Report (required for three (3) storey building structure and above)	1	<i>As applicable. Refer to Section 303 of NSCP for Minimum Requirements</i>
17.	Contractors (or In-House) Construction Safety Program signed by Safety Officer (include copy of Safety Officer's COSH Training Certificate)	1	For new constructions, major repairs or renovations above 3.0 meters



	Particulars	Remarks
18.	Clearances from Other SBMA Departments/Utility Providers/ Other Agencies	
	a. LAND & ASSET DEVELOPMENT DEPARTMENT (LADD) Located at Bldg. 332, Burgos St., CBD, SBFZ Tel. No. 252-4409	Applicants Architectural and Civil Plans must bear the stamp "LADD-approved"
	b. ECOLOGY CENTER (EC) located at G/F, Regulatory Bldg., Labitan St., SBFZ – Tel. No. 252-4321	Environmental Clearance for the proposed work/construction
	c. OTHER SBMA DEPARTMENT/S & UTILITIES PROVIDER AS MAY BE REQUIRED: <i>For clarifications as to applicability of this requirement, please contact the BPSD at tel no: 252-4296 or email bpsd@sbma.com</i>	<i>Applicability to be determined upon submission of scope of works (i.e PDO-new construction/clearance on devt. Engineering Dept.and Maintenance and Transportation Dept- if utilities are affected CAAP-for new construction)</i>

Notes:

1. All requirements identified under item nos. 3 to 15 shall be submitted duly signed and sealed by their respective designing professionals.
2. Please check out this link for the various SBMA departments <https://www.mysubicbay.com.ph/about-us/departments>
3. Please note that any excavation works/new construction works that may affect existing roads and underground utilities requires securing clearances from Utility providers like Subic Water, Subic Enerzone, PLDT, Globe, Converge, DITO Telecommunity as well as Engineering and Maintenance Departments of SBMA).
4. If Project is to be undertaken by Contract (with Contractor)-please submit a copy of the Contractors Accreditation Certificate with SBMA.
5. "*" To be submitted in "Original" Form once application has been approved and Client is advised to submit hardcopies